

Eugene Police Department Volunteer Position Description

Position:	Office Assistant-Violent Crimes Unit
Location:	777 Pearl Street, Room 106
Schedule:	Weekdays, 8am-5pm
Commitment:	2-4 hours/week for a minimum of six months
Supervision:	Sergeant Kathy Flynn
Objective(s):	Assist the Violent Crimes Unit by entering referrals from the Department of Human Services into an Excel spreadsheet.

Description of Duties

Using reports provided by the Department of Human Services (DHS), enter key information into an Excel spreadsheet. This assignment requires a detail-oriented individual who has strong keyboarding skills (accuracy is more important than speed). DHS referrals contain graphic details concerning allegations of child abuse and/or child neglect. Applicants for this position must be comfortable reading and summarizing this information.

Qualifications/Requirements

- Basic/intermediate level of knowledge/experience with Excel
- Good typing skills, with an emphasis on accuracy
- Strong attention to detail
- Ability to read report details and summarize into a brief synopsis
- Willingness to conform to quality control of work and accept feedback
- Commitment to comply with confidentiality requirements and police procedures
- Willingness to ask questions and seek clarification if unsure of task
- Positive and supportive attitude with people of all backgrounds and abilities
- Supportive of philosophy of the Eugene Police Department and comfortable working within a police environment which sometimes involves people-related emergencies and crisis conflict management
- Minimum age: 21 years
- Ability to pass a police background check

Dress Code

- Business casual

Training and Preparation

- Orientation with the Volunteer Coordinator or designee and on-the-job training

For additional information, contact Carrie Chouinard, Volunteers in Policing Program Coordinator at (541) 682-5355 or carrie.f.chouinard@ci.eugene.or.us.